

**CITY OF DAHLONEGA, GEORGIA  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: MAINTENANCE WORKER**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform refuse and recycling collection and related sanitation work and to assist with City maintenance and grounds keeping activities.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Staffs a refuse collection truck traveling throughout the City; picks up refuse from residential homes and commercial businesses; collects and removes refuse, tree limbs, brush and other debris from City grounds and properties; and transports refuse and debris to landfill.

Collects and sorts recycling materials; and transports to recycling center.

Assists other crews and departments with maintenance services as assigned; performs general maintenance and/or grounds keeping activities for cemeteries, parks, City properties, parking lots, streets and right of ways, and surrounding areas; mows and trims lawns; and cleans park facilities.

Obtains needed materials, tools and supplies; performs preventive maintenance and minor repairs on tools, equipment and vehicles; Conducts pre- and post-trip inspections, including checking all fluids, gauges, lighting, mirrors, tires, body damage, seats and seatbelts, cleanliness of vehicle, etc.; fuels trucks; loads and secures materials; reports all problems or necessary repairs to appropriate personnel immediately; completes and maintains inspection, gas usage and other associated documentation .

Adheres to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; flags and directs traffic and places markers, signs and cones around project/work site to ensure safety of crew and the traveling public; and follows safety practices and wears protective gear.

Utilizes a variety of tools and equipment to perform assigned duties, including rakes, shovels, chain saws, chippers, mowers, and weed eaters, backhoe, motor grader, dump truck, etc.

Communicates with supervisor, employees, other departments, service representatives, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Operates a variety of machinery, equipment, and tools, to complete essential functions to include the use of commercial-grade trucks and City vehicles.

**ADDITIONAL FUNCTIONS**

Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by five months of experience performing manual and unskilled labor; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia Commercial Driver's License (CDL) including appropriate endorsement(s).

**PERFORMANCE APTITUDES**

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition and subtraction. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out detailed but routine written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

Situational Reasoning: Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

**ADA COMPLIANCE**

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, disease, pathogenic substances, traffic hazards, or rude/irate customers.

*The City of Dahlonega, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

I understand the position description for my job and what is expected of me. I understand that this is what I will be evaluated on. Further, I can meet the working conditions and physical requirements as stated for the position that I hold or will hold.

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 Employee Signature

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 Date